



# City of Austin - Design Commission Project Review Application

The [Design Commission](#) provides advisory recommendations to the City Council to assist in developing public policy and to promote excellence in the design and development of the urban environment. The Design Commission reviews three types of projects:

1. **City projects** (see page ii for process)

The Commission reviews all municipal buildings and associated site plans to ensure they demonstrate compliance with city design and sustainability standards ([Council Resolution No. 20071129-046](#)), including those seeking [Subchapter E Design Standards Alternative Equivalent Compliance \(AEC\)](#) ([Council Resolution No. 20100923-086](#)).

2. **Destiny Bonus projects** (see page iv for process)

The Commission reviews density bonus projects for substantial compliance with the Urban Design Guidelines for Austin in accordance with the Gatekeeper requirements of [LDC 25-2-586](#) for the Downtown Density Bonus Program.

3. **Advisory Recommendations for Private projects** (see page ii for process)

The Commission will consider Project Review Applications from private projects during its regularly scheduled monthly public meetings and may issue an advisory recommendation in the form of a Project Review Letter to the Applicant.

This Project Review Application must be submitted before your project can be presented to the Design Commission for their review. Design Commission requests project be presented in their Conceptual/Schematic Design phase. This application primarily addresses inhabited buildings and structures and their effect on the public realm; please refer to Appendix A for infrastructure type projects.

The Commission's review of projects is based on the planning/design principles in the Urban Design Guidelines for Austin. Ensure that all applicable principles are addressed in the application questions and in your presentation.

[https://www.austintexas.gov/sites/default/files/files/Boards\\_and\\_Commissions/Design\\_Commission\\_urban\\_design\\_guidelines\\_for\\_austin.pdf](https://www.austintexas.gov/sites/default/files/files/Boards_and_Commissions/Design_Commission_urban_design_guidelines_for_austin.pdf)

The Design Commission supports the vision and principles of [Imagine Austin Comprehensive Plan](#), especially those that affect the urban environment and fabric. All projects should consider this vision and principles, many of which are similar to the Urban Design Guidelines. Refer to Appendix C for the most pertinent sections of Imagine Austin.

The Design Commission expects the applicant's design team to present their project with those most knowledgeable and encourages the inclusion of sub-consultants at the presentation, when deemed necessary.

## EXHIBITS TO PRESENT

- 1) Completed Project Review Application (p.1-6)
- 2) Existing zoning classification, adjacent zoning & uses, future land use map classification, topography
- 3) Vicinity plan, including public transportation and connectivity on-site and within quarter mile
- 4) Site plan and landscape plan
- 5) Ground level, basement plan, and typical floor plan
- 6) Elevations and/or 3d views
- 7) Any letters of support or findings by other commissions
- 8) Staff reports, if any
- 9) Records of public participation

# PROJECT REVIEW PROCESS: CITY PROJECTS

The Design Commission reviews all municipal buildings and associated site development projects to ensure they demonstrate compliance with city design and sustainability standards ([Council Resolution No. 20071129-046](#)), including those seeking [Subchapter E Design Standards Alternative Equivalent Compliance \(AEC\)](#) ([Council Resolution No. 20100923-086](#)).

1. Applicants are encouraged to meet with the Office of the City Architect prior to submitting a Project Review Application, especially if seeking Alternative Equivalent Compliance (AEC) under Subchapter E Design Standards. (See Staff Contacts on page iv.)
2. Applicant submits completed Project Review Application, including Exhibits, to Commission Liaisons a minimum of ten (10) days prior to the Design Commission meeting. (See and [Calendar of Regular Meetings](#) and "Exhibits to Present" on page i)
3. Commission Liaisons review Project Review Application for completeness. Once the Application is deemed complete, the project will be added to the agenda. (Agendas are posted online 72 hours prior to the meeting.)
4. Commission Liaisons post backup, including complete Project Review Application and letters/decisions from other Boards and Commissions, the Friday before the meeting. (See [Meeting Documents](#) website.)
5. Design Commission meets and hears a 15 minute presentation by the Owner/Applicant/Architect. The Commission asks questions and makes recommendations. At the end of the project review, the Design Commission may rely on the recommendations recorded in their meeting minutes or submit a Project Review Letter to City Staff in Development Services Department.
6. Design Commission may direct a Working Group to write the Project Review Letter. The Working Group will take comments from the full Design Commission meeting, add their comments, and coordinate with the Design Commission Chair to issue a Letter to applicable Development Services Department Staff. The Working Group shall meet prior to the next regularly-scheduled Design Commission to finalize comments on any project submittal. The goal is for this to happen in a one (1) month time frame.
7. Commission Liaisons will forward approved meeting minutes or Project Review Letters to applicable Development Services Staff.
8. Design Commission may request that an Owner/Applicant or City Staff submit an update report in the future so that the Commission can review progress as a project is further detailed.

## PROJECT REVIEW PROCESS: DENSITY BONUS PROJECTS

The Design Commission reviews density bonus projects for substantial compliance with the Urban Design Guidelines for Austin in accordance with the Gatekeeper requirements of LDC 25-2-586 for the Downtown Density Bonus Program.

1. **Six weeks prior to the target Design Commission meeting:** Applicant will contact Density Bonus Liaison with intent to schedule project on the next Design Commission agenda.
  - a. Density Bonus Liaison will provide application and submittal documentation to Applicant and notify Commission Liaisons.
2. **Five weeks prior to the target Design Commission meeting:** Density Bonus Liaison will contact Chair of Working Group to schedule a meeting, copying Commission Liaisons.
3. **By the end of the fourth week (24 calendar days) prior to the target Design Commission meeting:** The Applicant will submit all completed application requirements to Density Bonus Staff Liaison.
4. **By the end of the third week (17 calendar days) prior to the target Design Commission meeting:** Design Commission Working Group will meet to review Project Review Application and evaluate Applicant's presentation detailing substantial compliance with the Urban Design Guidelines for Austin.
  - a. Working Group will provide Applicant comments and suggestions on improving presentation and issue a recommendation to the Design Commission on achieving substantial compliance with the Urban Design Guidelines for Austin.
5. **By the end of the second week (10 calendar days) prior to the target Design Commission meeting:** Chair of the Working Group will send the Density Bonus and Commission Liaisons the Working Group's written recommendation to the Design Commission containing specific feedback given to the Applicant and, if lacking, detailing items to address to achieve substantial compliance with the Urban Design Guidelines for Austin.
6. **One week (7 calendar days) prior to the target Design Commission meeting:** Once the Density Bonus Liaison receives the revised project submittal from the Applicant and the Commission Liaison receive the written recommendation from the Working Group Chair, the Commission Liaison will place project on Design Commission agenda for discussion and possible action.
7. **Design Commission meeting:** At the meeting, Design Commission will review the project for substantial compliance with the Urban Design Guidelines for Austin based on Working Group recommendations and issue a final recommendation detailing to Planning and Zoning Department Staff items needed to be addressed in order to achieve substantial compliance.
8. **Within one week after Design Commission meeting:** The Chair will issue a formal written recommendation based on the action taken by the by the Commission detailing to Planning and Zoning Department Staff items needed to be addressed in order to achieve substantial compliance.

## GENERAL CONSIDERATIONS

### *Incomplete Applications*

Should Commission Liaisons determine that the Project Review Application is incomplete, the Application shall be returned to the Applicant and the project will not be posted on the agenda for consideration by the Commission.

**Submissions without the required Adobe PDF electronic file shall be deemed incomplete.**

### *Public Notice*

Posting of public notices on the proposed project site or giving notice to adjacent property owners is not required by the enabling ordinance of the Design Commission. The posted agenda for the Design Commission meetings serves to inform the public of subjects considered by the Commission. The Applicant shall note that the concomitant regulatory procedures by other boards and commissions have legal public notice requirements. Actions taken by the Austin Design Commission shall be in respect of and in compliance with such local ordinances and project review procedures.

### *Limits on Resubmissions*

Applicants are limited to two (2) resubmissions per design phase (as described herein) and shall notify Commission Staff of the intent and desire to resubmit project(s) for review within seven (7) days of the action vote by the Commission. The Commission shall consider such resubmissions prior to issuing the Project Review Letter.

### *Rebuttal of Project Review Letter*

Since the Commission issues advisory recommendations only, there is no instance for appeals to the Commission. Rebuttals of such advisory recommendations may be made by the Applicant to the applicable city department, planning commission, or City Council in accordance with applicable standard processes and procedures.

## STAFF CONTACTS

By appointment, City Staff is available for consultation on submittal requirements. To schedule a pre-submission conference or for information on any of the above submittal requirements, please contact:

City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704

Commission Liaisons:

**Executive Liaison:** [Katie.Mulholland@austintexas.gov](mailto:Katie.Mulholland@austintexas.gov), (512) 974-3362

**Staff Liaison:** [Nichole.Koerth@austintexas.gov](mailto:Nichole.Koerth@austintexas.gov), (512) 974-2752  
Urban Design Division, Planning and Zoning Department, 5th floor

**City Architect:** [Janice.White@austintexas.gov](mailto:Janice.White@austintexas.gov), (512) 974-7997  
Office of the City Architect, Public Works Department, 9th floor

**Density Bonus  
Program Coordinator:** [Anne.Milne@austintexas.gov](mailto:Anne.Milne@austintexas.gov), (512) 974-2868  
Urban Design Division, Planning and Zoning Department, 5th floor



## A. PROJECT INFORMATION

Project Name

Project Type:

Infrastructure

City building & site

Density bonus

Private project

Other

Project Location/Address

Applicant

Property Owner

Applicant Mailing Address

Property Owner Mailing Address

Applicant Telephone Number

Property Owner Telephone Number

Project Start Date

Project Completion Date

Applicant's Architect

Applicant's Engineer

1] Indicate if proposed Project is required by City Ordinance to be reviewed by the Design Commission.

2] Describe the recommendation that you are requesting from the Design Commission.

3] Current Design Phase of Project (Design Commission prefers to see projects right after approved schematic design).

4] Is this Project subject to Site Plan and/or Zoning application approvals? Will it be presented to Planning Commission and/or City Council? If so, when?

5] Does this Project comply with Land Development Code Subchapter E? List specifically any Alternative Equivalent Compliance request if any. Please refer to website for Alternate Equivalent Compliance (AEC) requirements.  
[https://www.municode.com/library/tx/austin/codes/code\\_of\\_ordinances?nodeId=TIT25LADE\\_CH25-2ZO\\_SUBCHAPTER\\_EDESTMIUS](https://www.municode.com/library/tx/austin/codes/code_of_ordinances?nodeId=TIT25LADE_CH25-2ZO_SUBCHAPTER_EDESTMIUS)

## B. PROJECT BACKGROUND

6] Provide project background including goals, scope, building/planning type, and schedule. Broadly address each of the “Shared Values for Urban Areas” that are listed on Page 6 of the Urban Design Guidelines. Attach additional pages as needed.

7] Has this project conducted community/stakeholder outreach? If so, please provide documentation to demonstrate community/stakeholder support of this project.

8] Is this project submitting for the Downtown Density Bonus Program? If so, please provide a completed Downtown Density Bonus Application.

9] Has the project been reviewed by COA Department (i.e. DAC) Staff? If so, please describe and cite any relevant comments or feedback that the Commission should be aware of.

10] Are there any limitations to compliance or planning principles due to the specific requirements of this project that the Commission should be aware of?

## C. EXISTING CONDITIONS AND CONTEXT

11] Identify connectivity to public transportation including, bicycle and pedestrian routes and/or multi-modal transportation. Does the project comply with ADA requirements? Provide a site context map and attach additional pages as needed.

12] Identify and describe any existing features that are required to be preserved and/or protected such as heritage trees, creeks or streams, endangered species (flora and/or fauna)? Attach additional site diagrams as needed.

13] Is this project within any City of Austin planning district, master plan, neighborhood plan, regulatory district, overlay, etc.? If so, please illustrate how this project conforms to the respective plan. Attach additional pages as needed. (See below for requirements.)

14] List any project program and/or site constraints that should be considered.

## D. RELATIONSHIP TO PUBLIC REALM

Public realm is defined as any publically owned streets, pathways, right of ways, parks, publicly accessible open spaces and any public and civic building and facilities. The quality of our public realm is vital if we are to be successful in creating environments that people want to live and work in.

15] The shared values outlined in the Urban Design Guidelines include Human Character, Density, Sustainability, Diversity, Economic Vitality, Civic Art, A Sense of Time, Unique Character, Authenticity, Safety and Connection to the Outdoors. How is the project addressing these unique community characteristics? Is the project developing any public amenities for urban continuity and vital place making?

16] Does this project encourage street level activity to engage and respond to functional needs such as shade, rest areas, multi-modal transportation storage and paths?

17] How will the project be a good neighbor to adjacent properties? For example, describe the treatment of the transition area between properties, i.e. fence, landscape improvements, etc.

## E. ENVIRONMENTAL/SUSTAINABLE ISSUES

The Austin Urban Design Guidelines set a goal that, "All development should take into consideration the need to conserve energy and resources. It should also strive for a small carbon footprint."

18] Please list any significant components of the project that contribute to meeting this goal. If the project has been designed to accommodate future inclusion of such components (for example, by being built "solar ready") please list them.

19] If the project is being designed to meet any sustainability/environmental standards or certifications (for example, LEED Silver), please list them here and attach relevant checklists or similar documents that demonstrate how the standard or certification will be achieved.

20] If the project contains other significant sustainability components not included above that the Commission should note, please list them here.





Kingsbury Commons  
Design Commission Presentation  
2/25/2019



TEN EYCK  
LANDSCAPE ARCHITECTS









Ten Eyck Landscape Architects

Landscape Architect, Prime Consultant

Clayton & Little Architects

Architect-Tudor Cottage, Restroom, Volunteer Building

Garza EMC

Civil Engineer

Architectural Engineers Collaborative

Structural Engineer

Natural Learning Initiative

Nature Play Consultant

Regenerative Environmental Design

Sustainable SITES Consultant

Siglo Group

Ecologist

Sweeney + Associates

Irrigation Designer

PlaySafe

Playground Safety Consultant

Mell Lawrence Architects

Architect- Treescape

Fluidity Design Consultants

Interactive Water Feature Designer

Jerry Garza & Associates

MEP Engineer

Page/Dyal

Graphics and Wayfinding Designer

ETM Associates

Operations and Maintenance Consultant

Studio Lumina

Lighting Designer

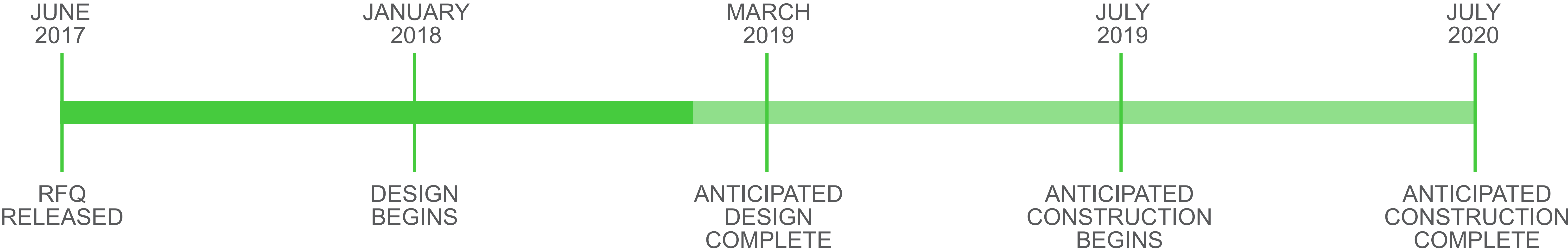
Altura Solutions

Accessibility Consultant

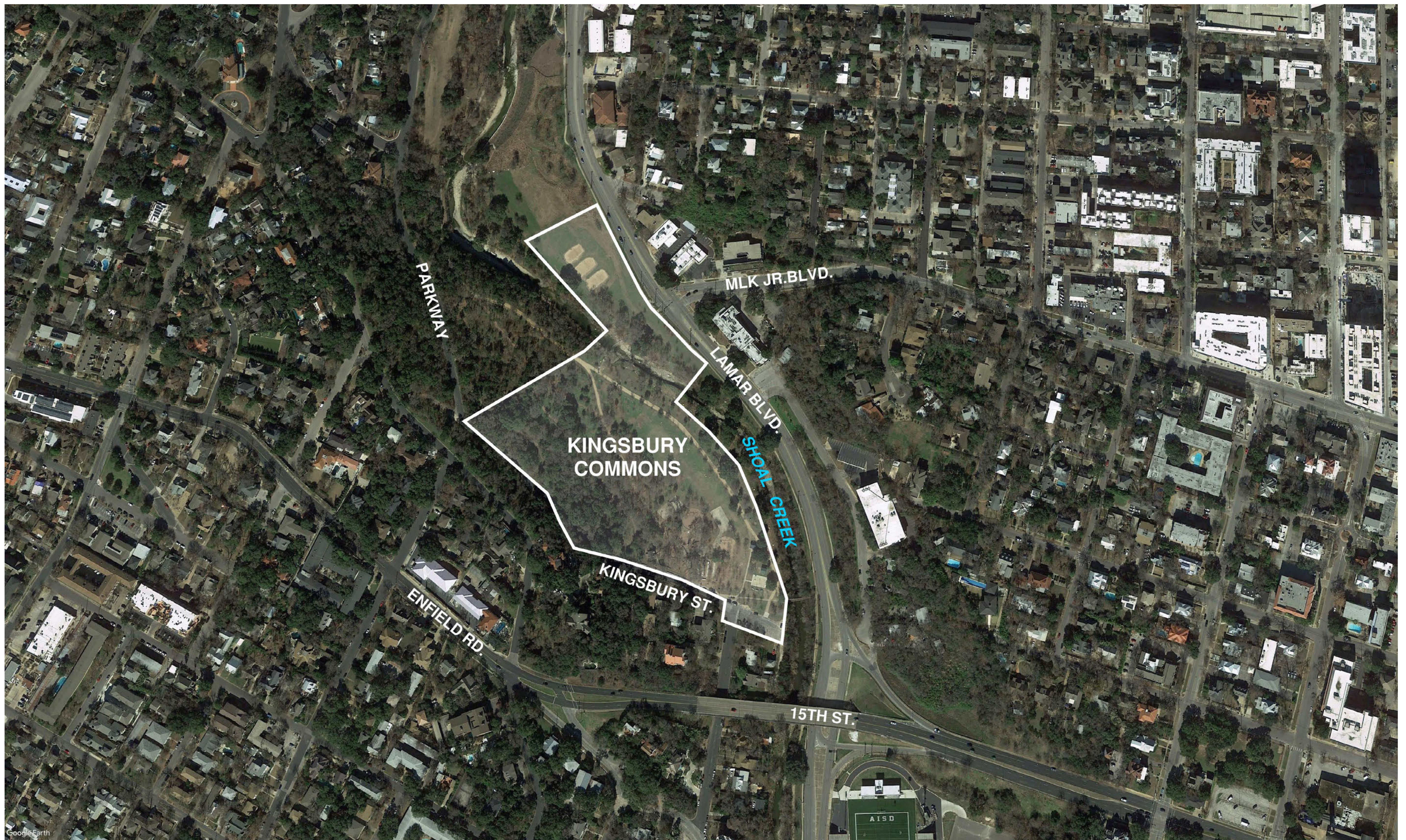
## Team Structure



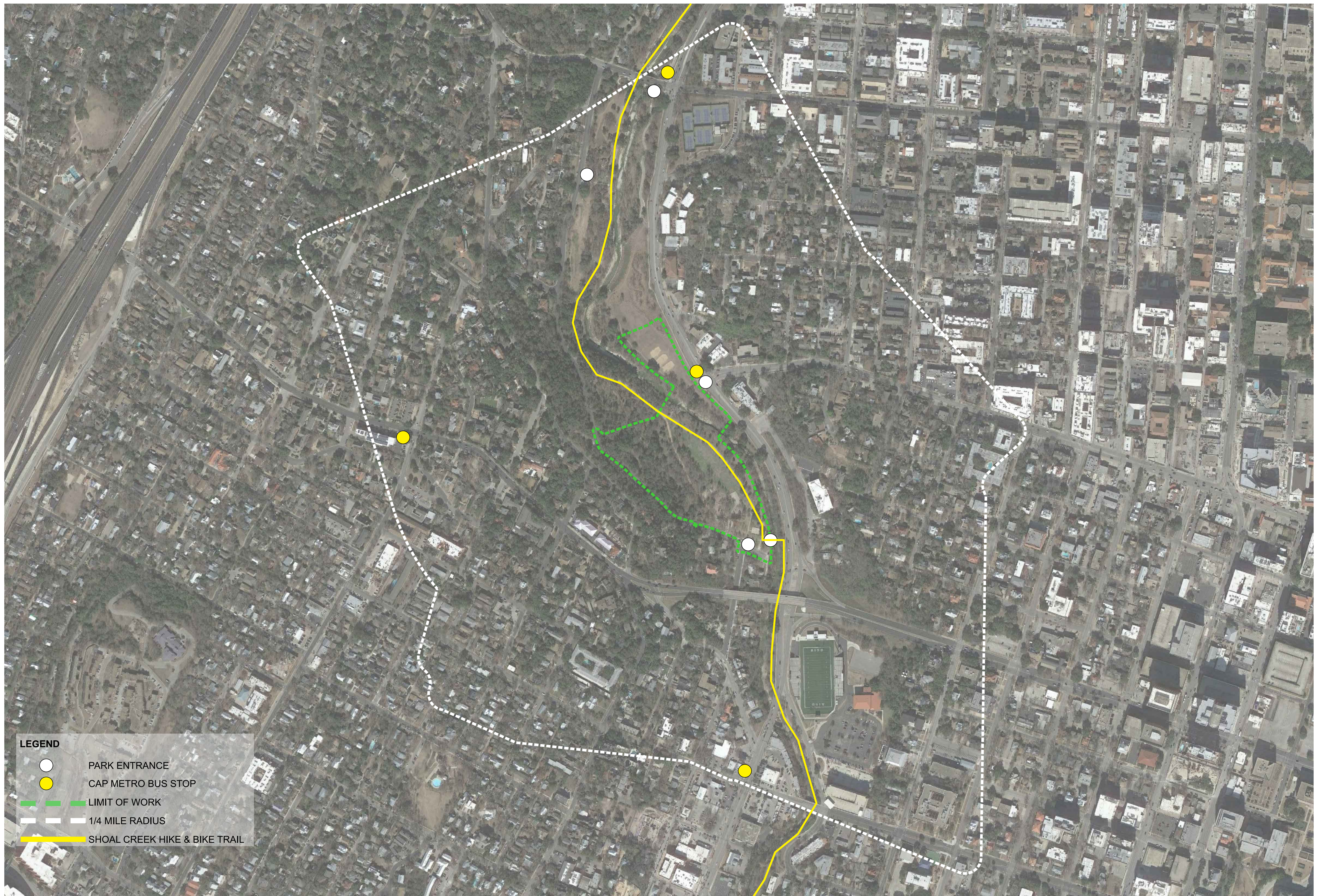
PROJECT TIMELINE















**LEGEND**

- ① TUDOR COTTAGE
- ② RESTROOMS
- ③ VOLUNTEER BUILDING
- ④ TREEHOUSE
- ⑤ PARKING LOT
- ⑥ INFILTRATION MEADOW
- ⑦ BASKETBALL
- ⑧ VOLLEYBALL
- ⑨ EXISTING BUS STOP
- ⑩ ENTRY GATEWAY
- ⑪ PRESERVED OPEN SPACE

SCALE: 1" = 40'-0"



Kingsbury Commons  
Design Commission Presentation  
2/25/2019

Site Plan



TEN EYCK  
LANDSCAPE ARCHITECTS

























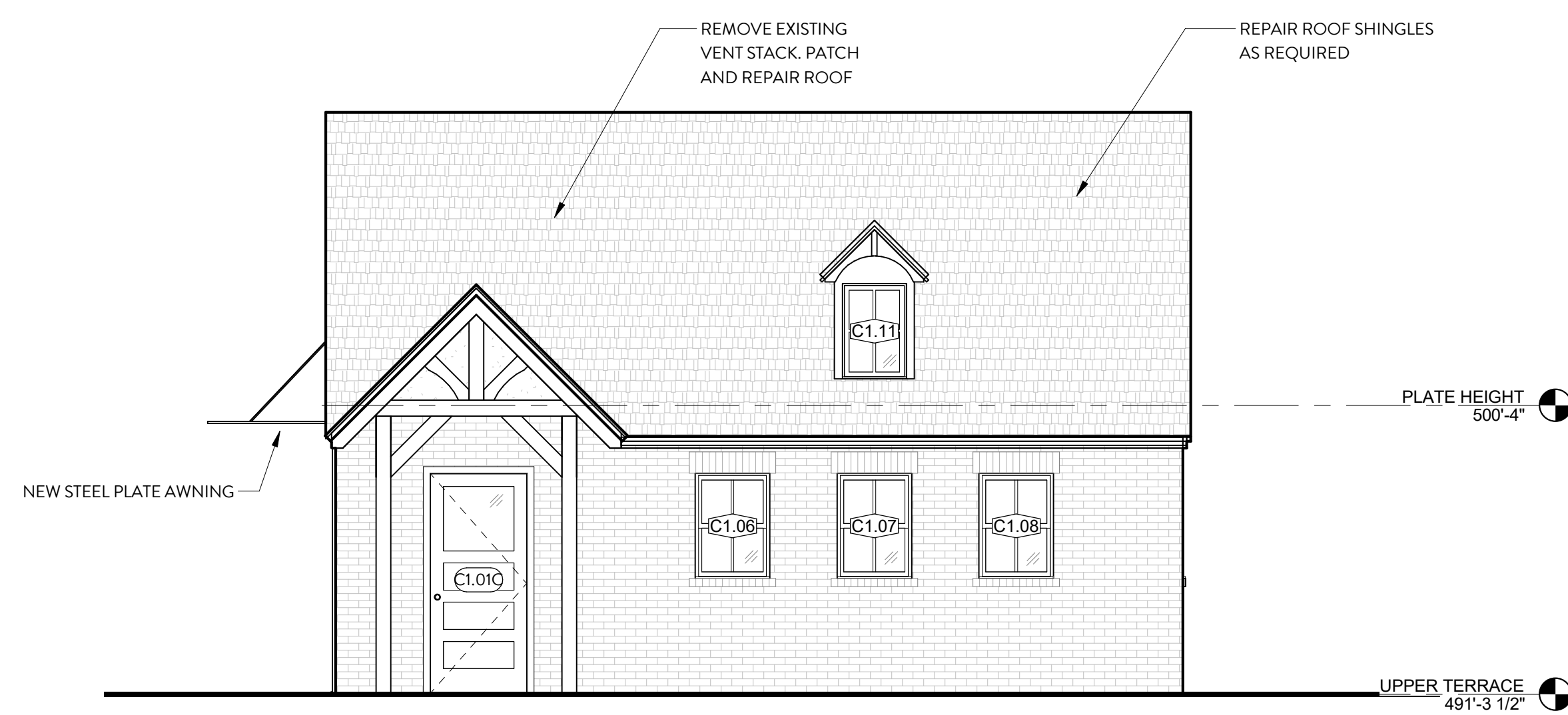




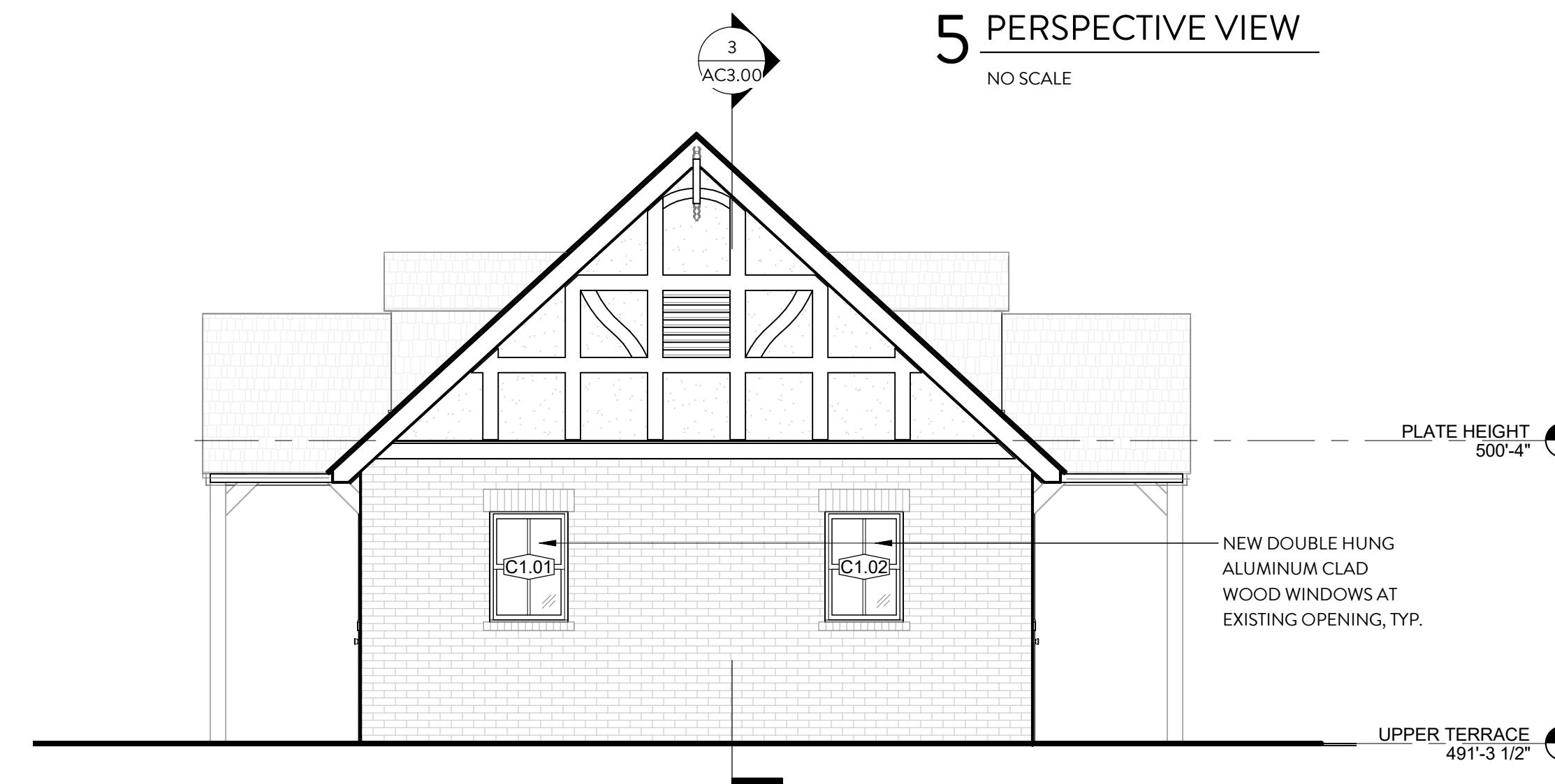








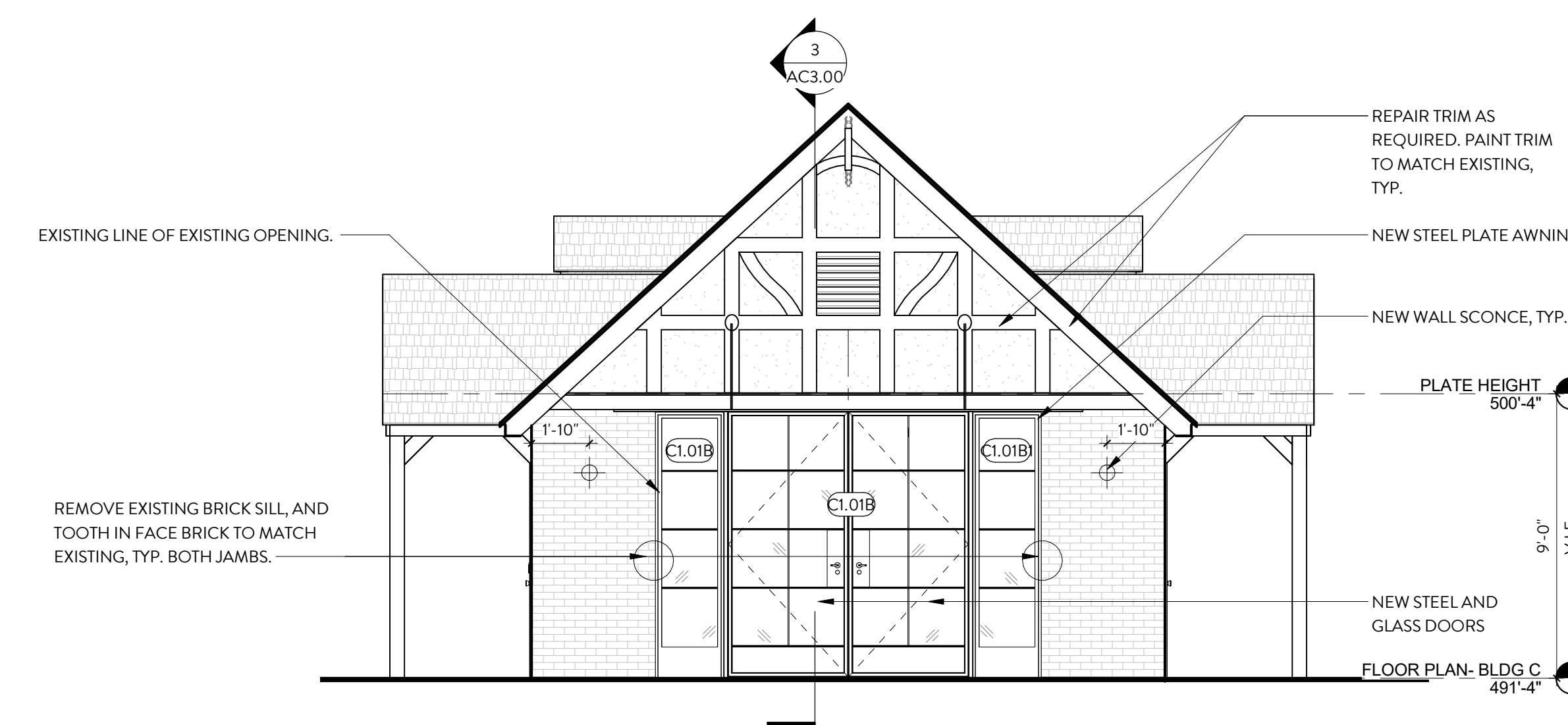
**4 BLDG C - WEST ELEVATION**  
1/4" = 1'-0"



**3 BLDG C - SOUTH ELEVATION**  
1/4" = 1'-0"



**2 BLDG C - EAST ELEVATION**  
1/4" = 1'-0"

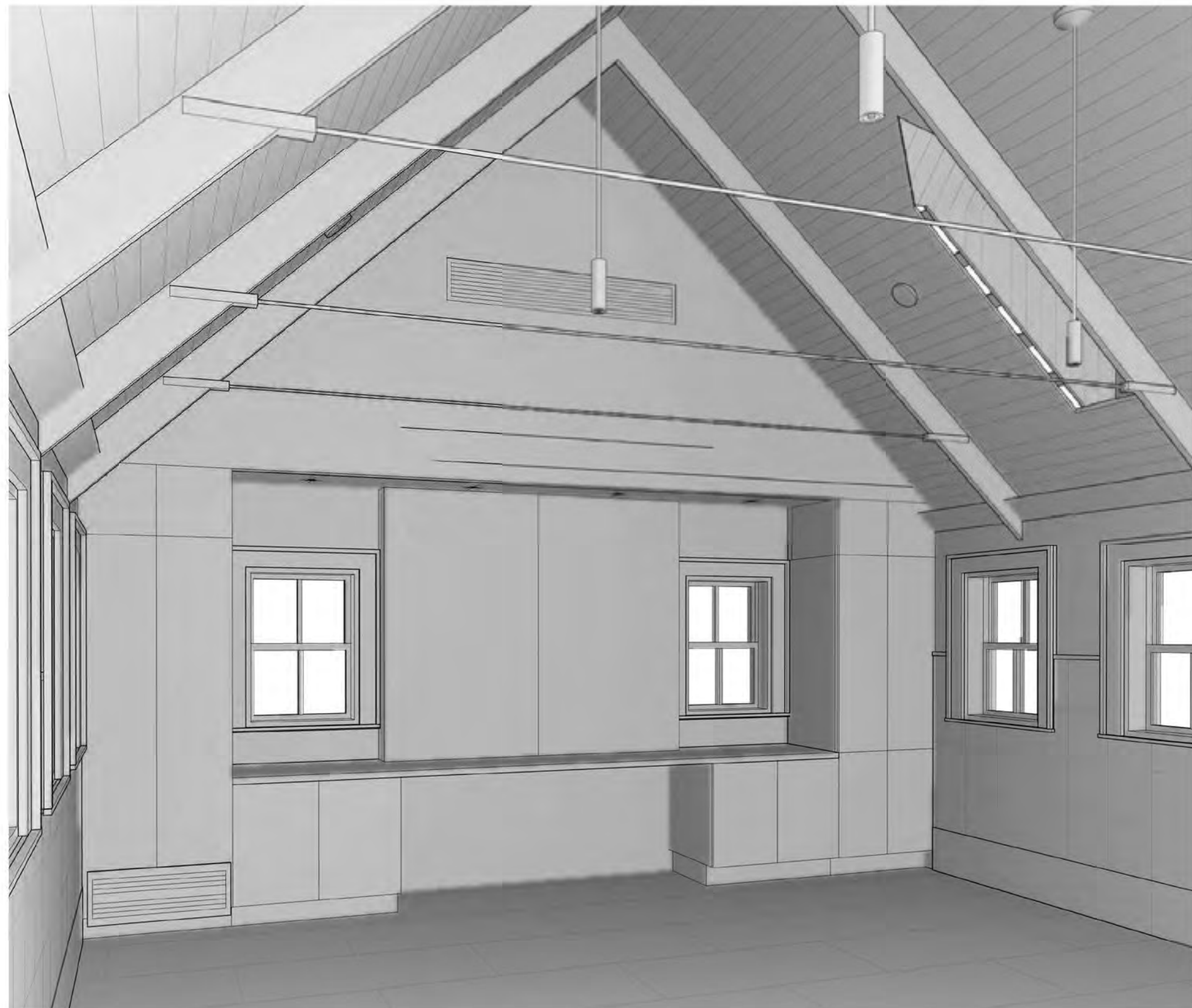


**1 BLDG C - NORTH ELEVATION**  
1/4" = 1'-0"





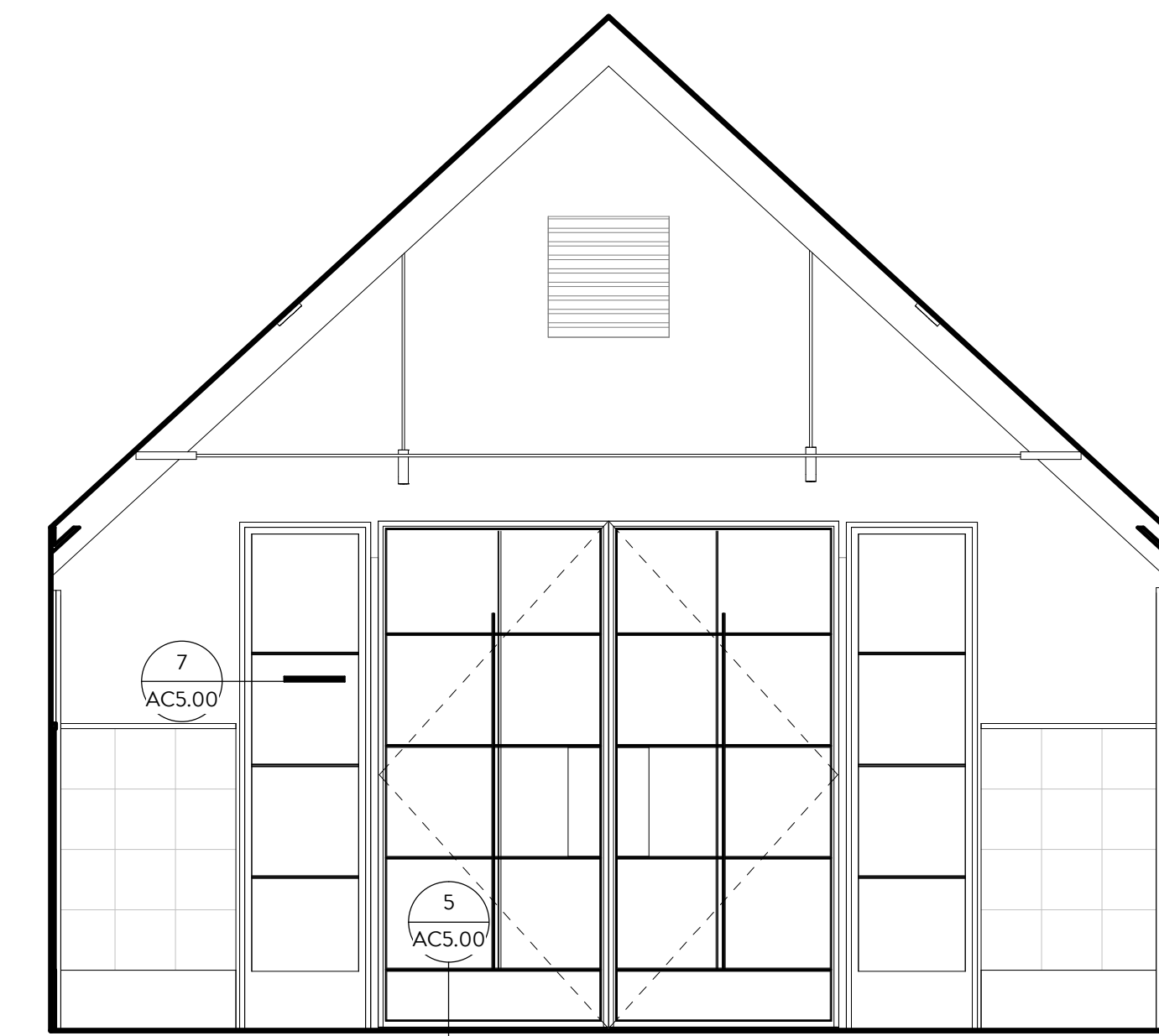
6 Tudor Cottage View North



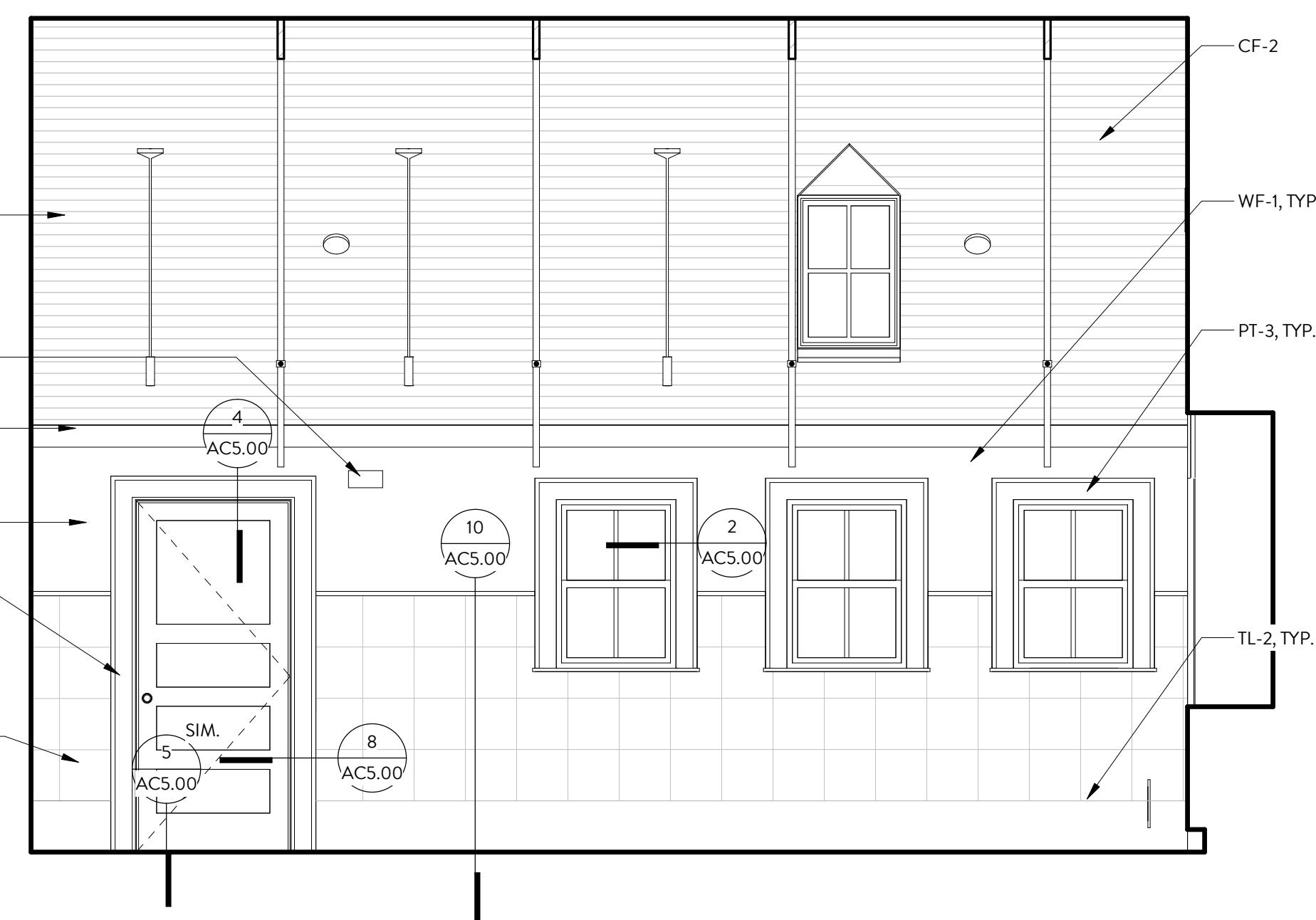
5 TUDOR - INTERIOR



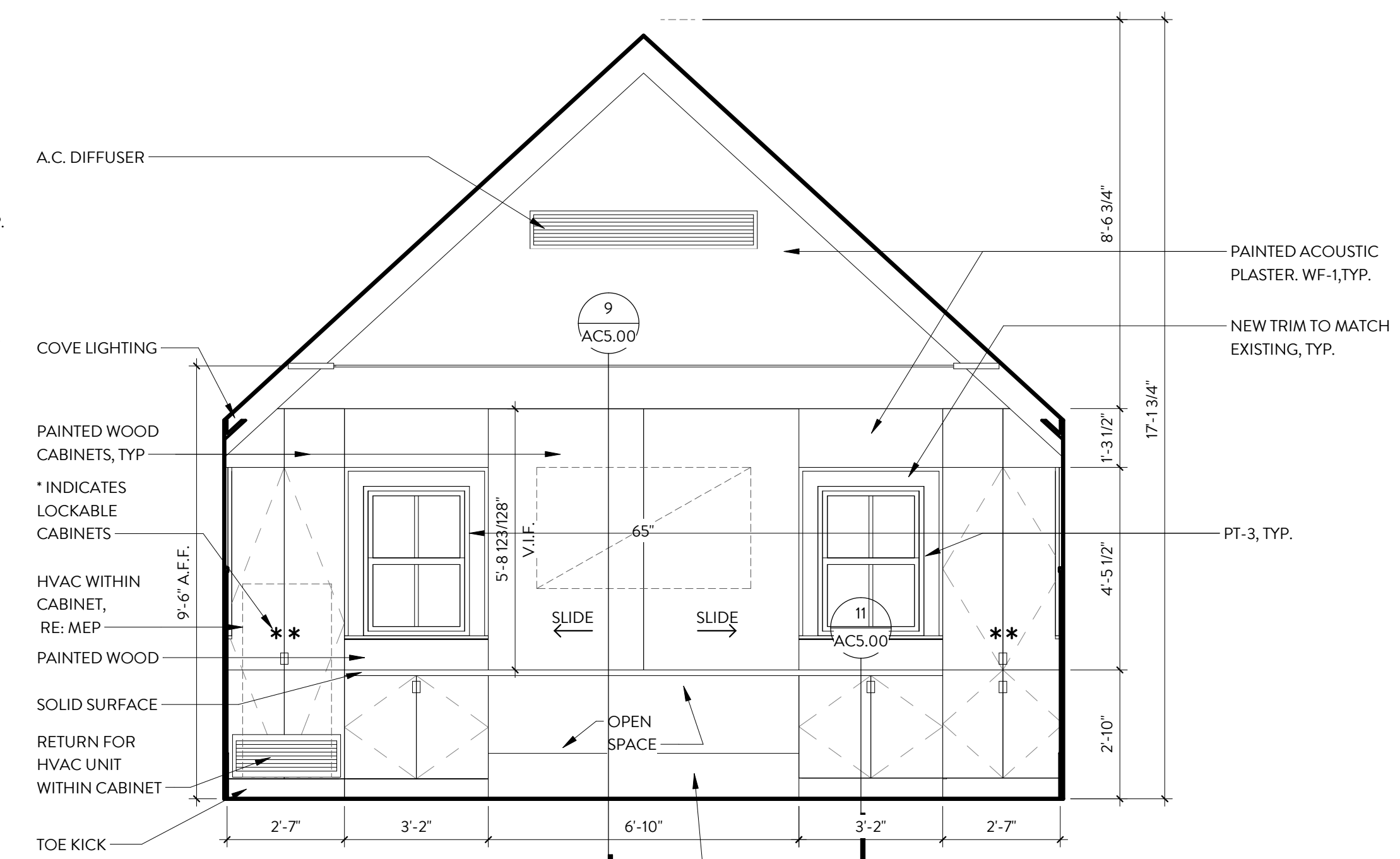
4 BLDG C - WEST  
3/8" = 1'-0"



3 BLDG C - NORTH  
3/8" = 1'-0"

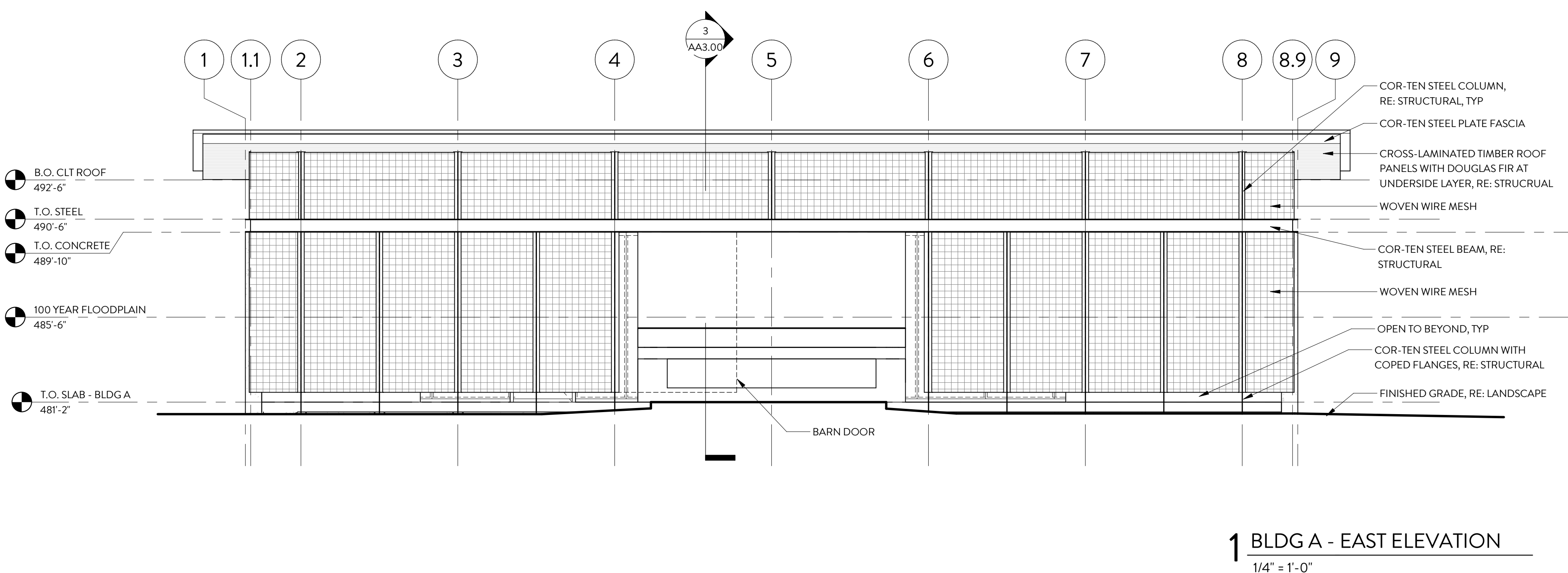
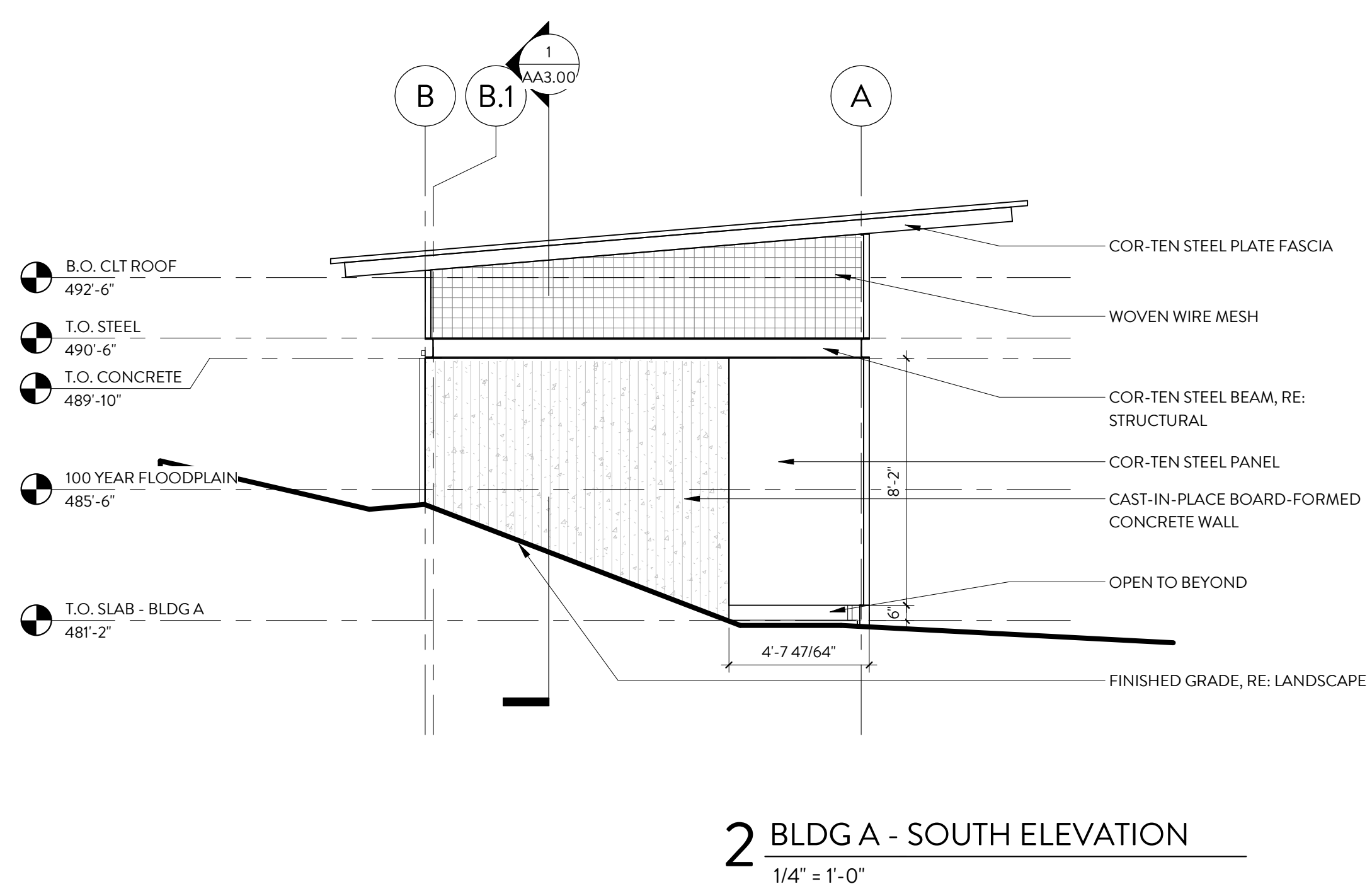
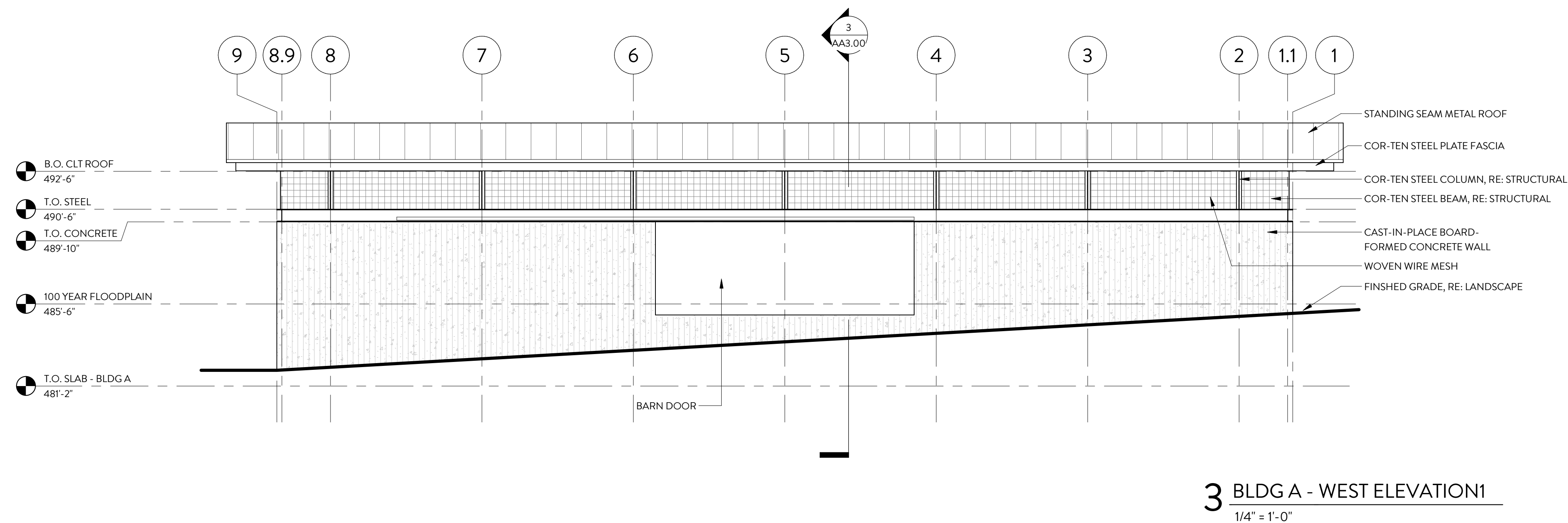
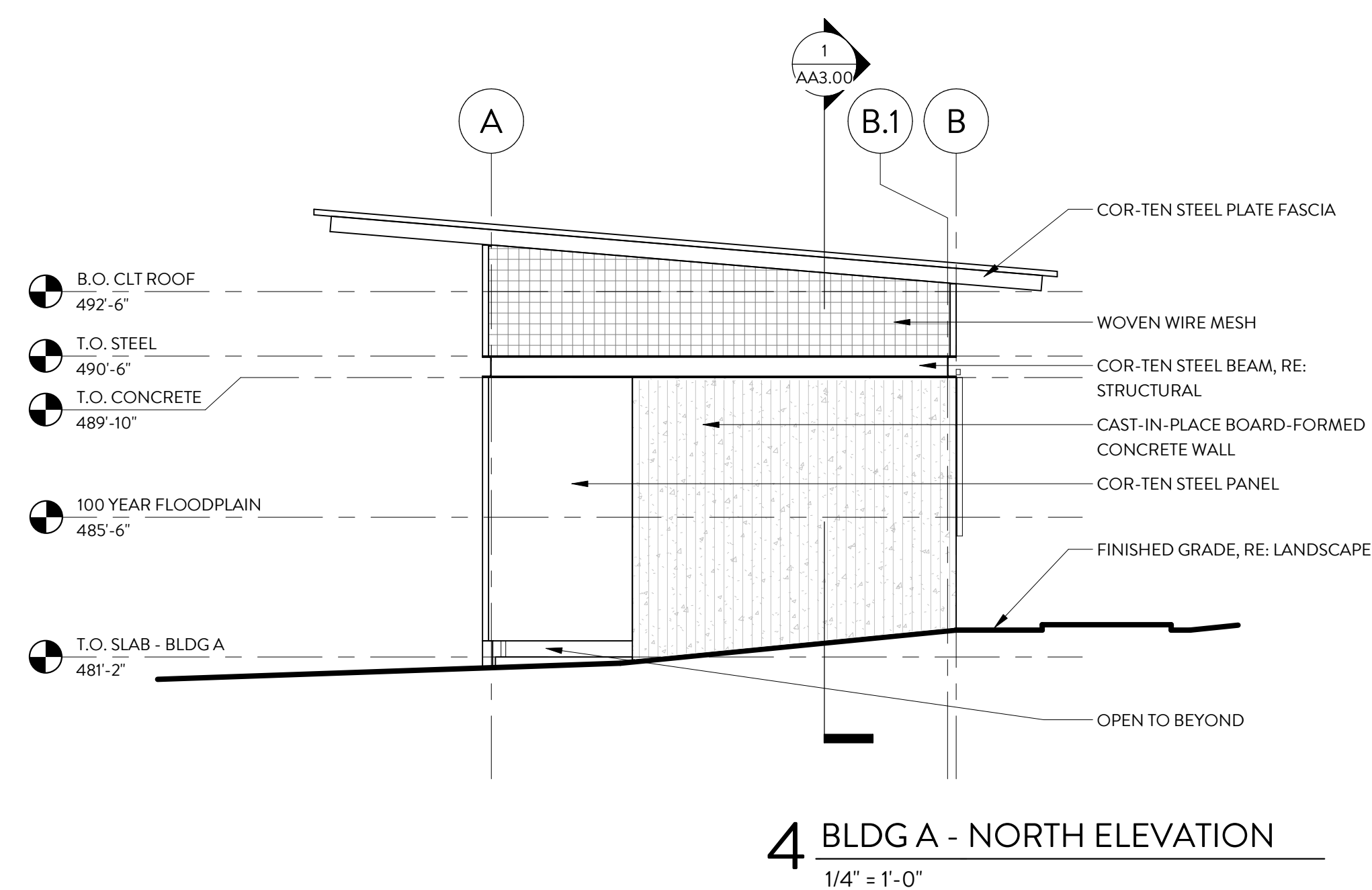
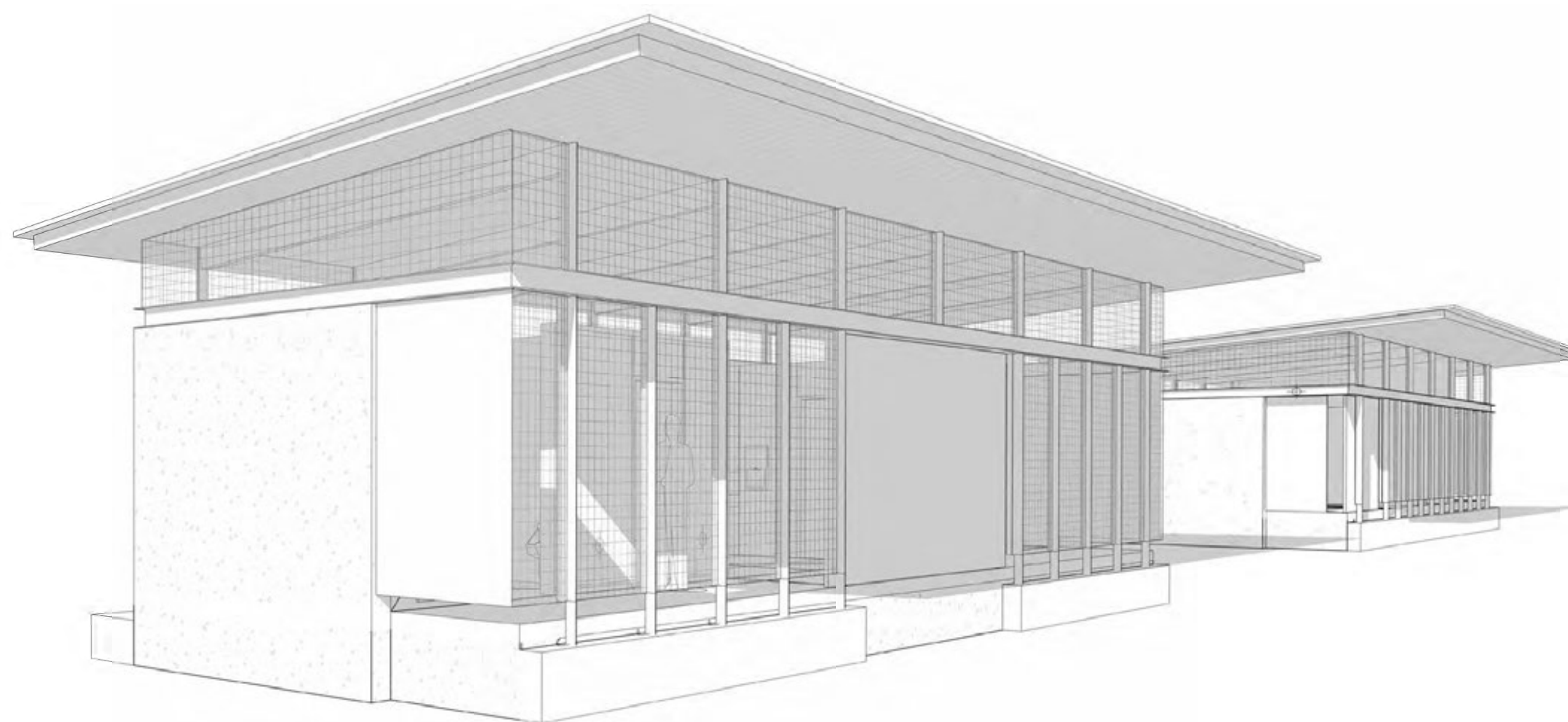


2 BLDG C - EAST  
3/8" = 1'-0"



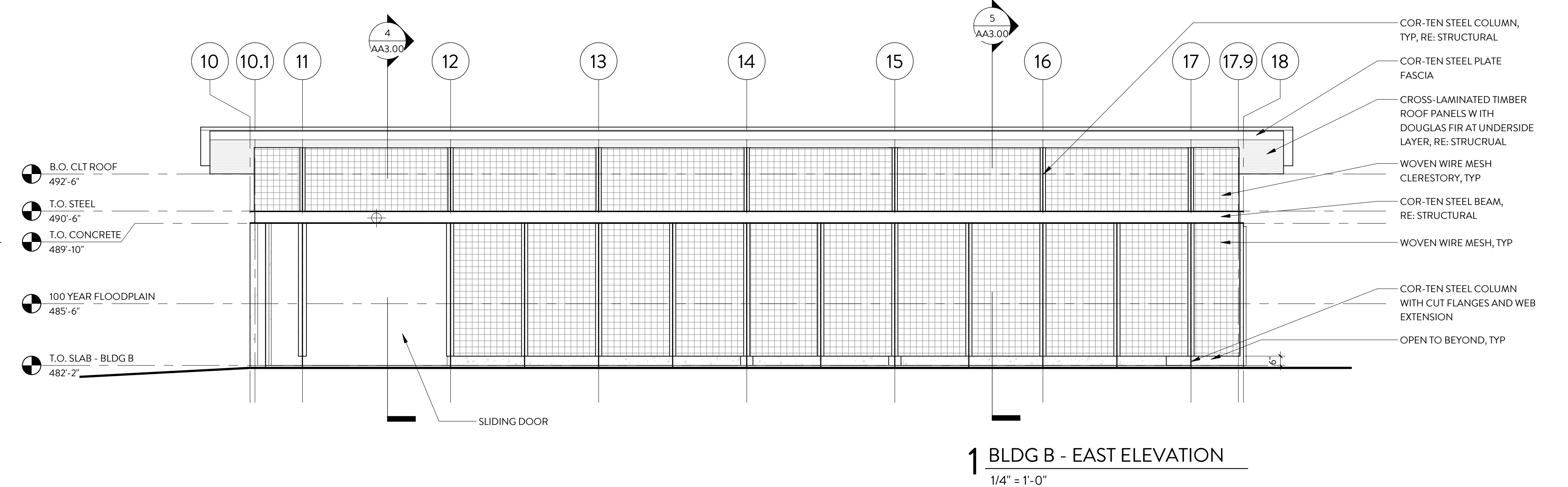
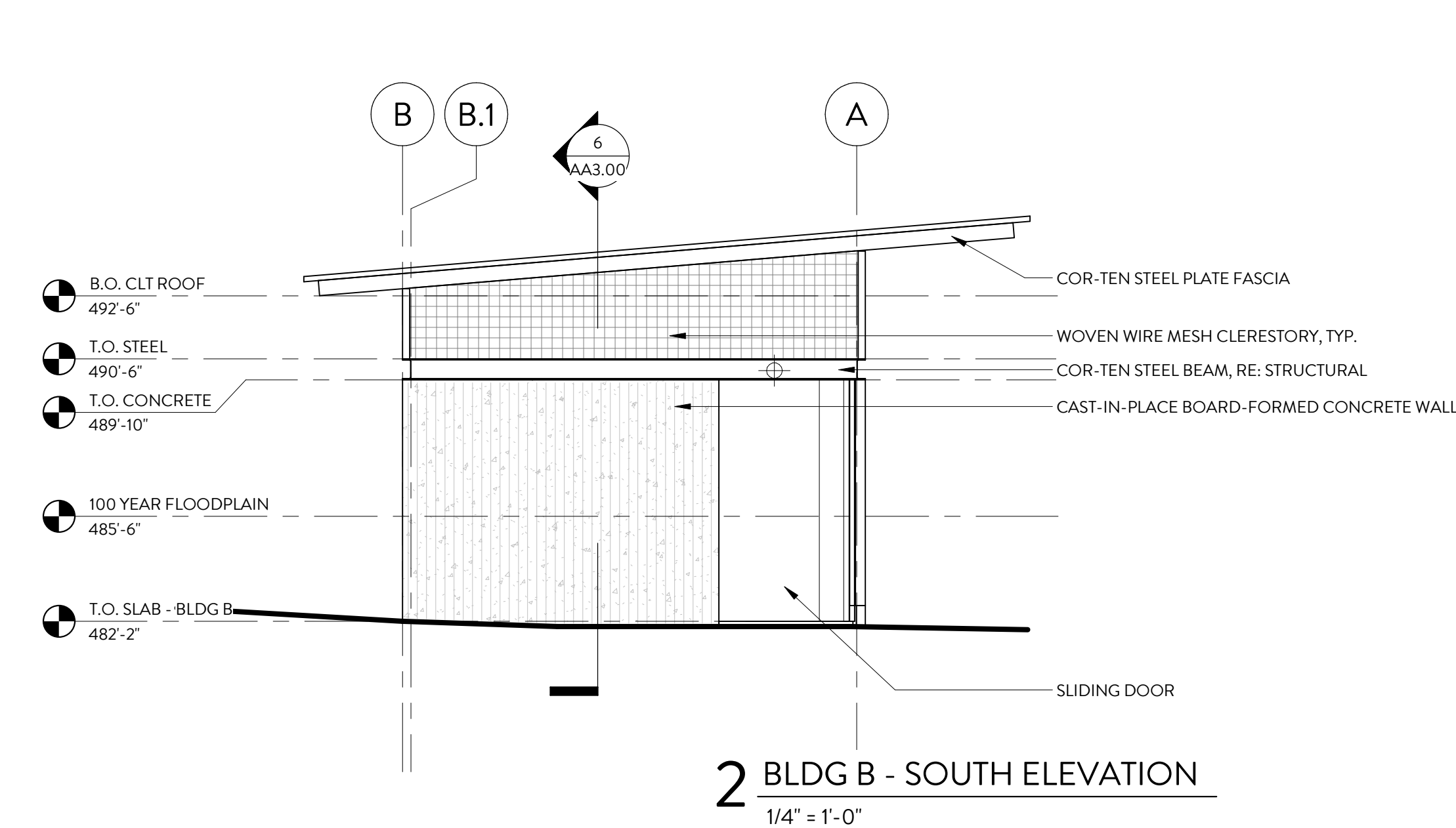
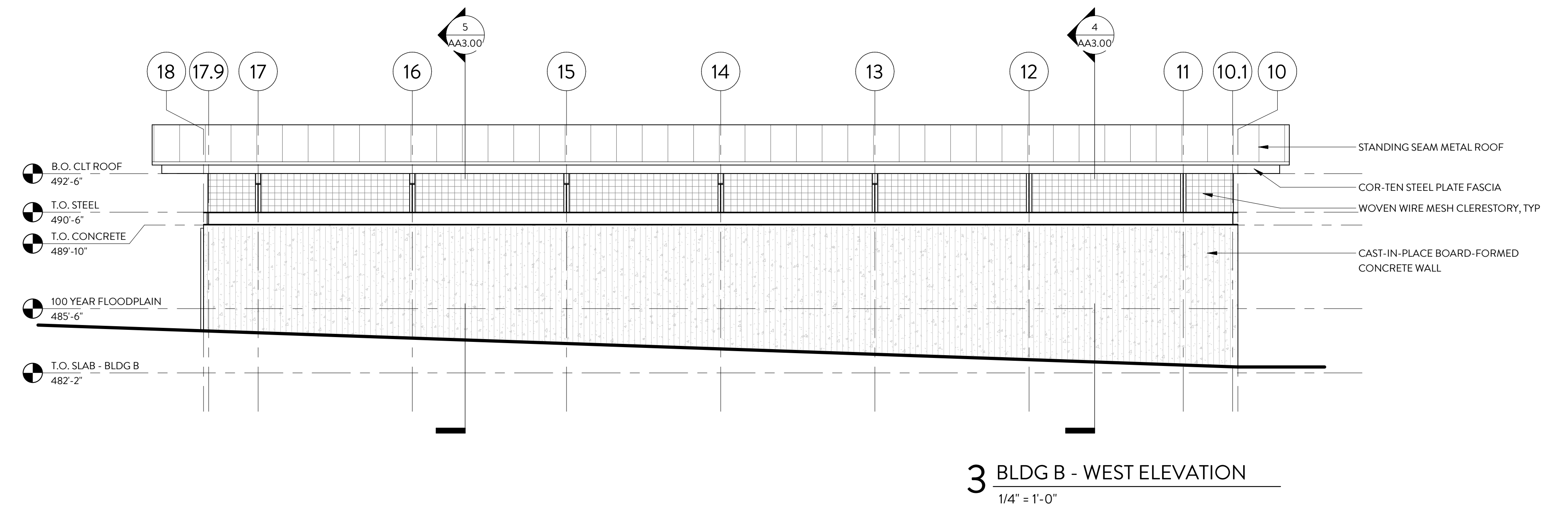
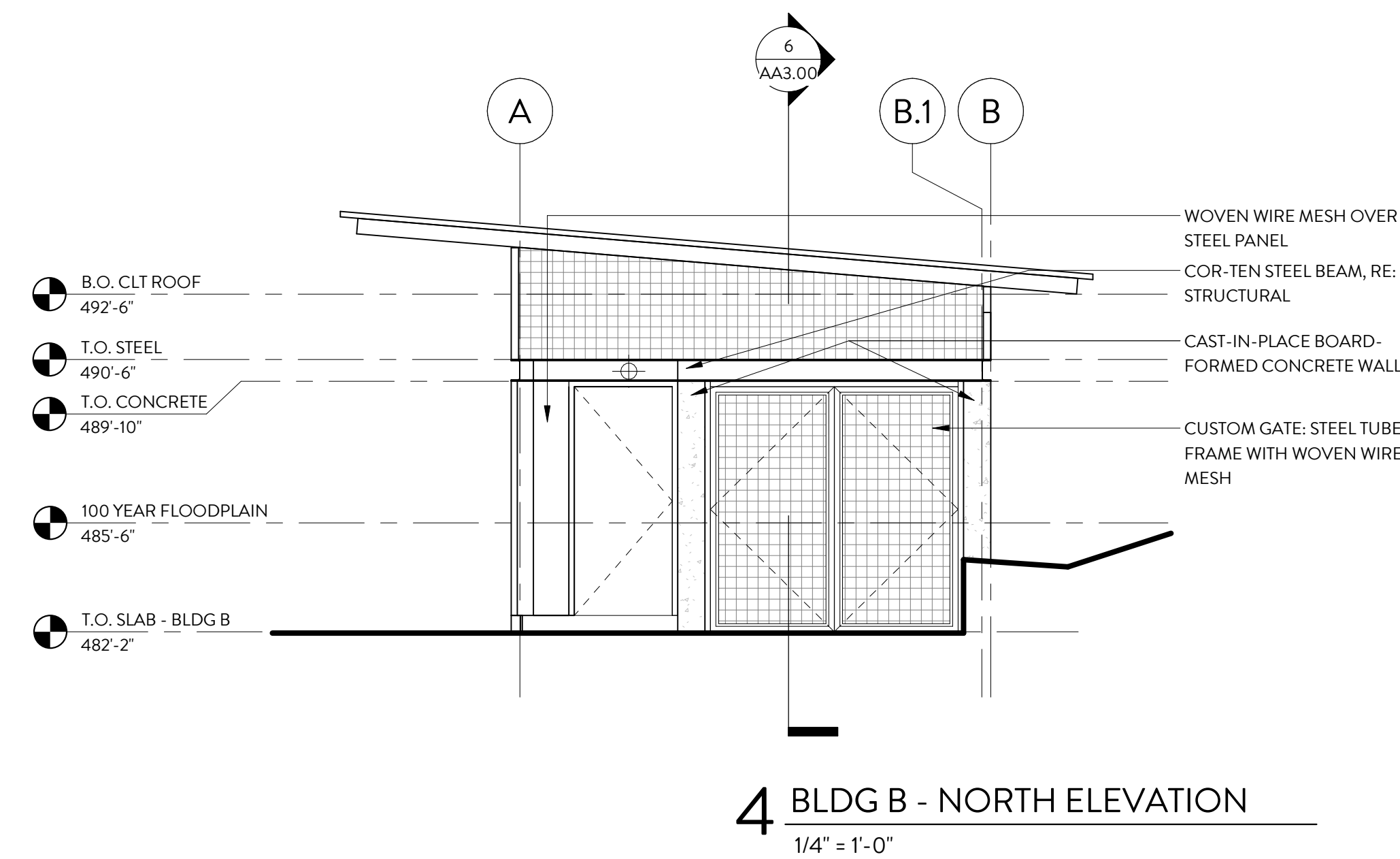
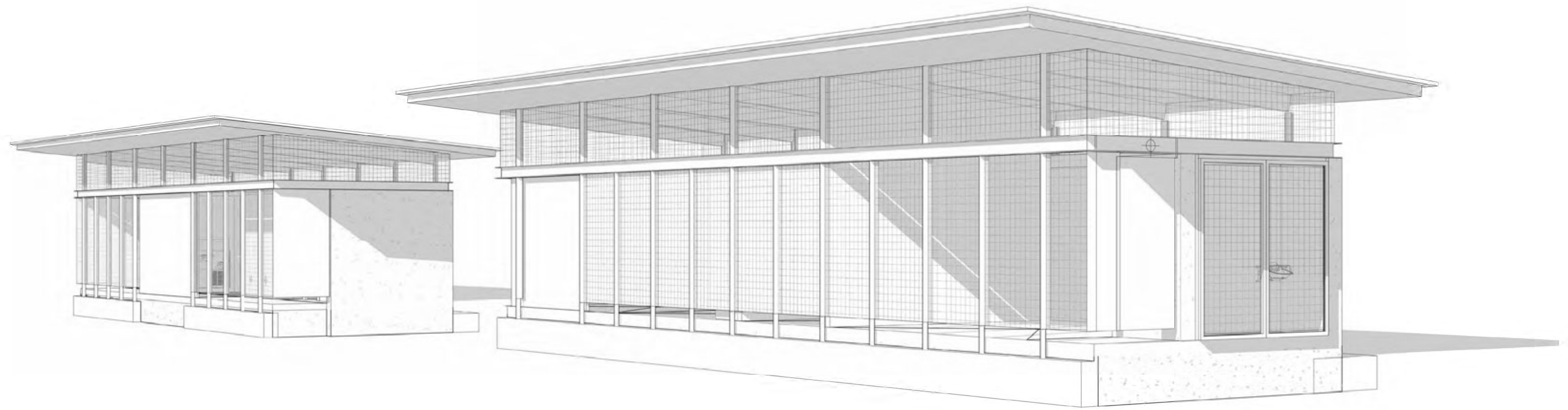
1 BLDG C - SOUTH  
3/8" = 1'-0"



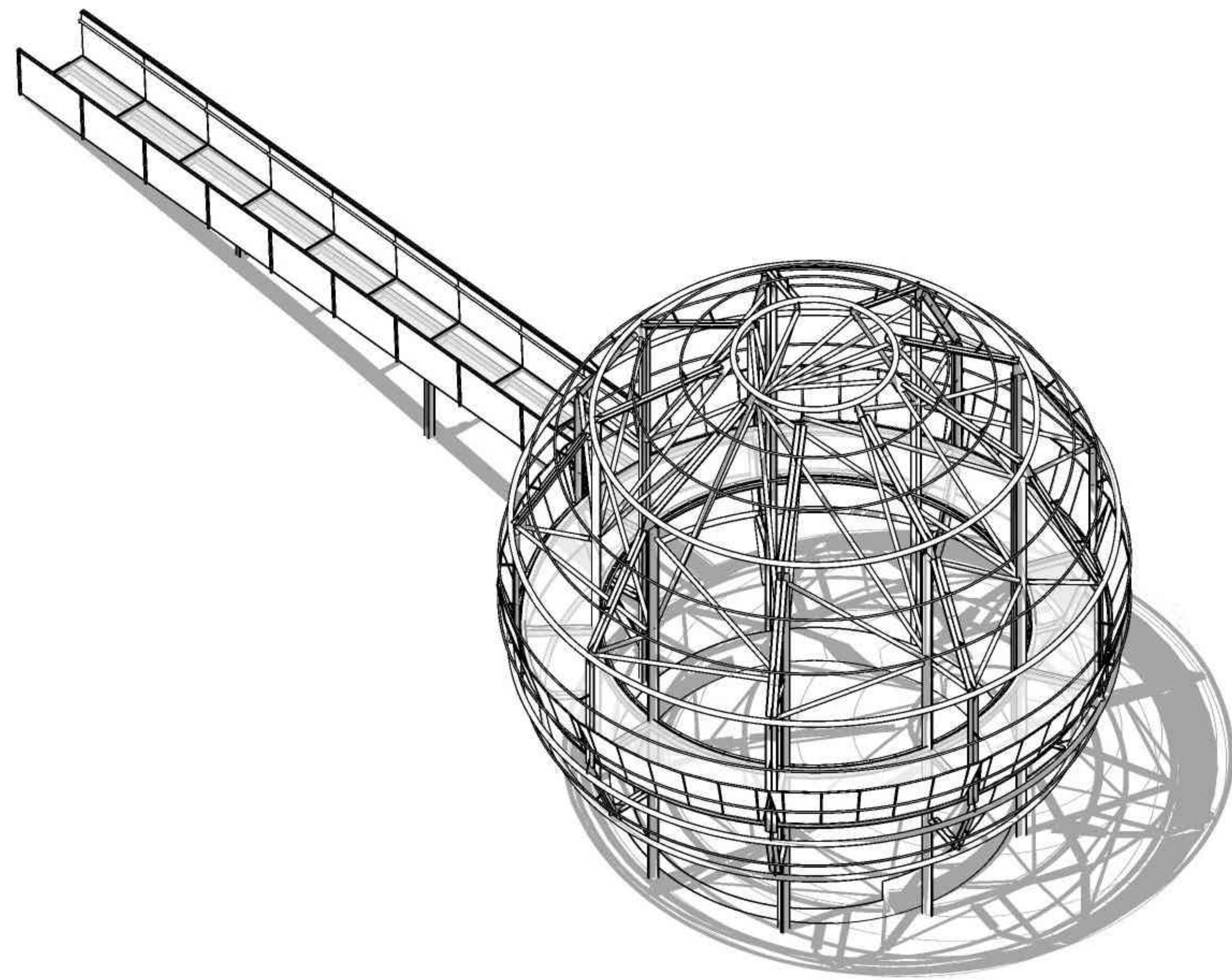


Restroom

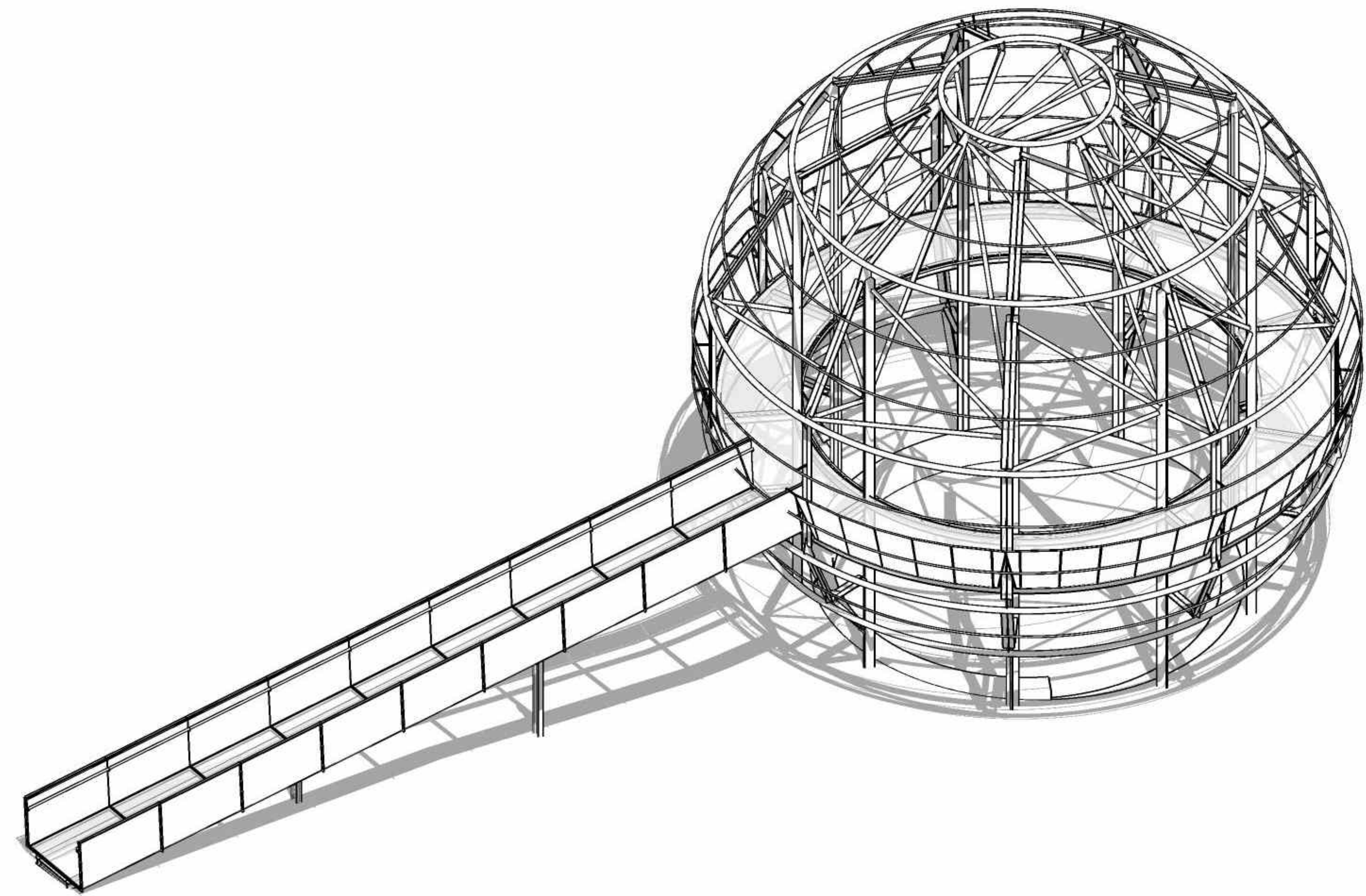




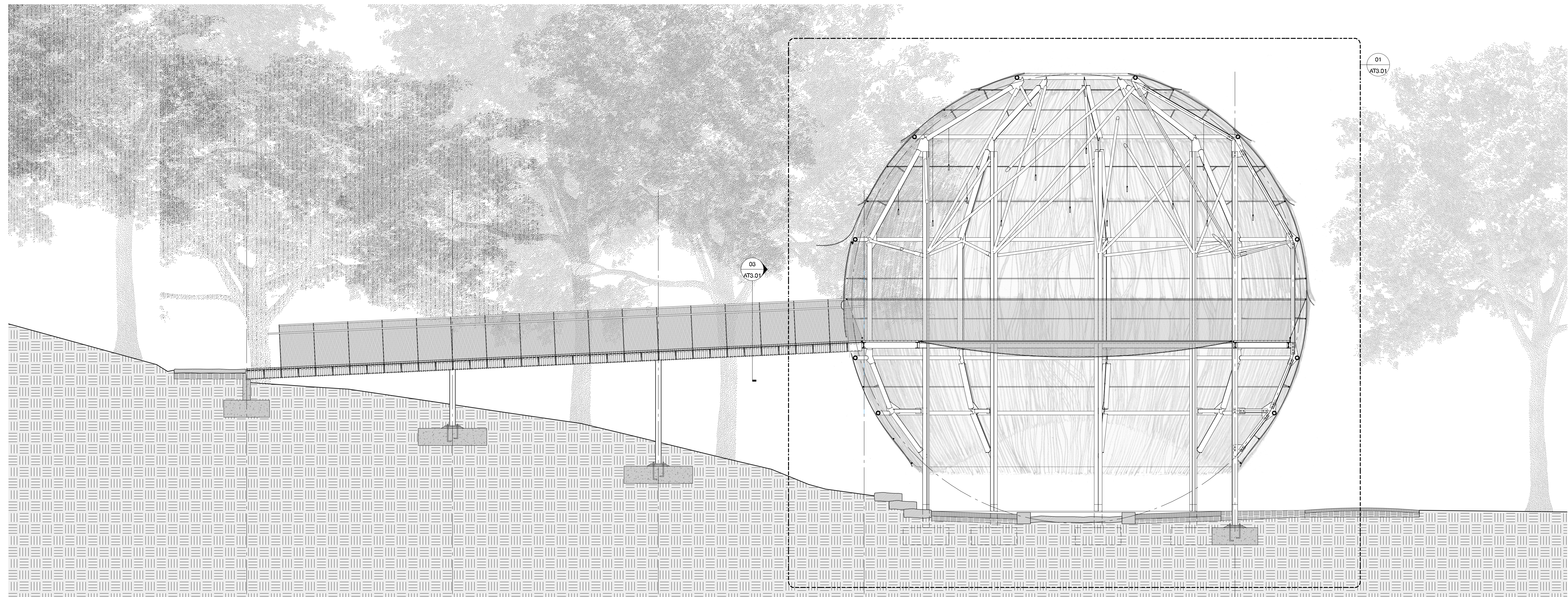




03 SE AXON  
AXONOMETRIC DRAWING NOT TO  
SCALE, FOR REFERENCE ONLY  
\*STEEL REBAR LATTICE WORK  
OMITTED FOR CLARITY\*

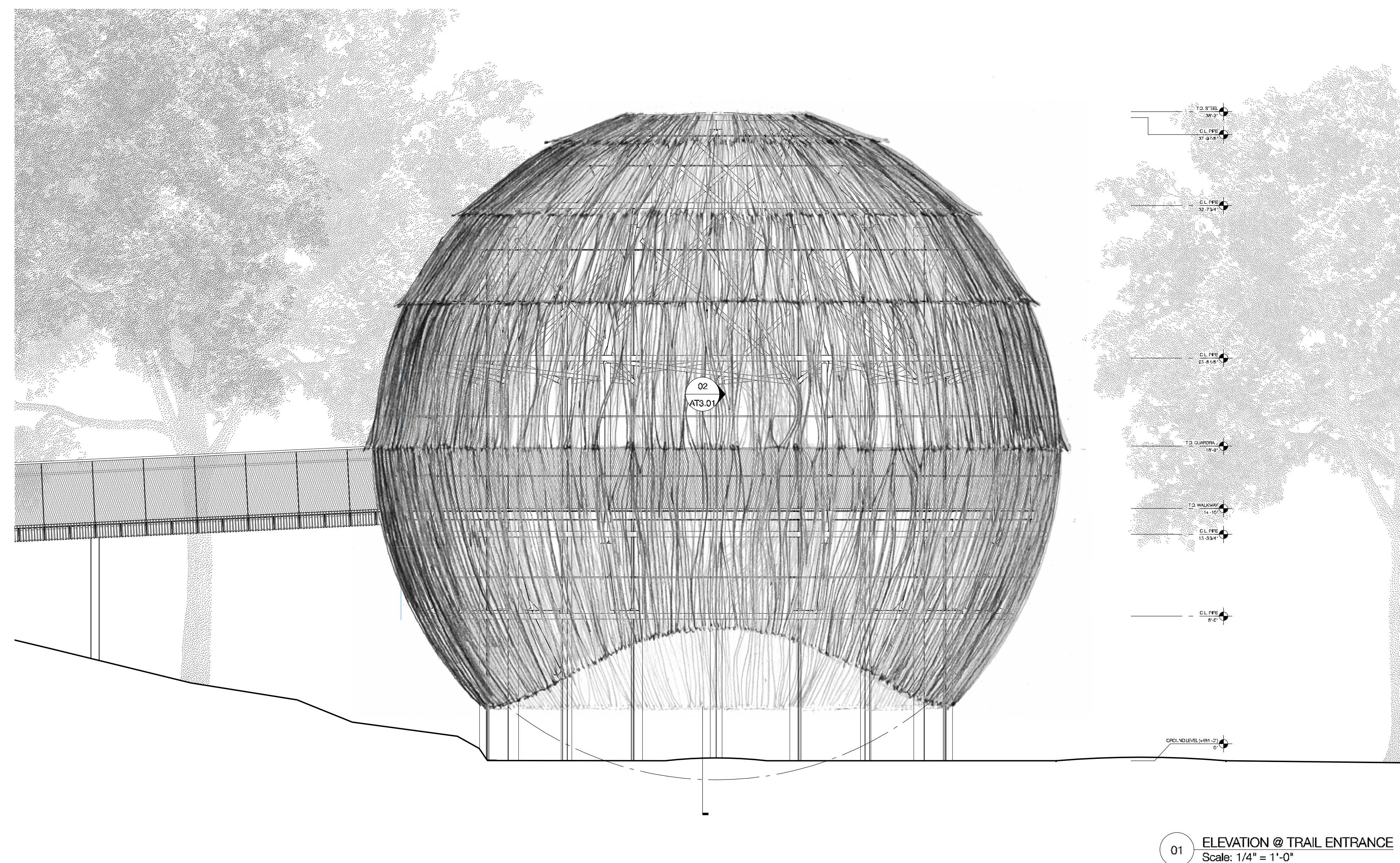
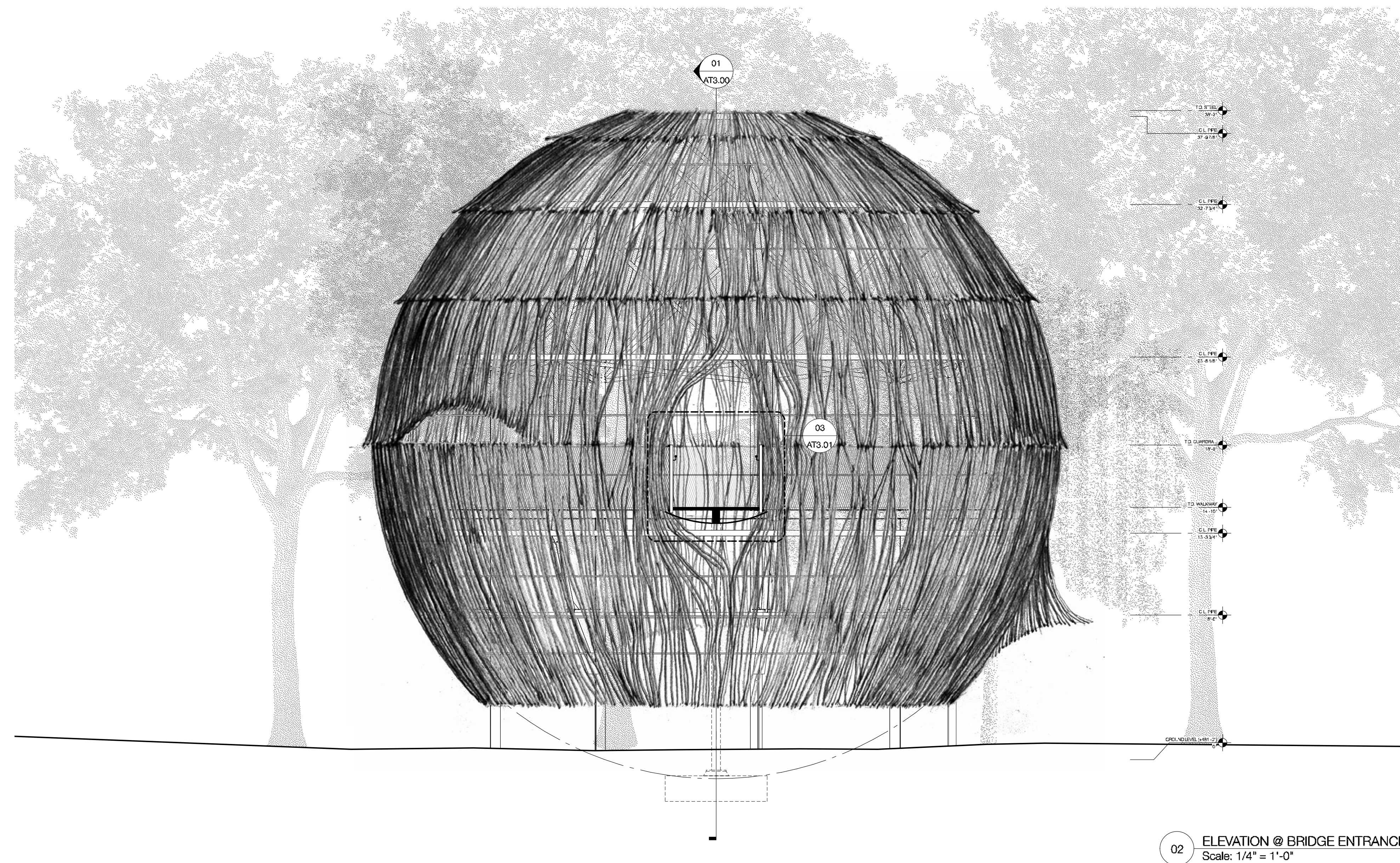


02 SW AXON  
AXONOMETRIC DRAWING NOT TO  
SCALE, FOR REFERENCE ONLY  
\*STEEL REBAR LATTICE WORK  
OMITTED FOR CLARITY\*



## Treescape





## Treescape





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TEN EYCK  
LANDSCAPE ARCHITECTS